

## **DEPUTY SHERIFF**

### **DEFINITION:**

Under general supervision, to perform a variety of general law enforcement functions consisting of patrol, court services, investigations, arrest, apprehension, supervision and control of inmates, and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

The Deputy Sheriff is the entry-level peace officer class characterized by a wide variety of duties assigned to various positions. When serving in various assignments, incumbents are expected to develop and demonstrate craft, technical and clerical skills necessary for the record keeping and crime repression aspects of department functions; however, these are at all times subordinate to the basic law enforcement nature of the work.

### **EXAMPLES OF DUTIES:**

#### **DETENTION FACILITY DUTIES**

**Inmate Receiving:** Responsible for taking initial custody of prisoners arrested throughout San Diego County; searches all prisoners to remove contraband and weapons; supervises the booking procedure; and secures prisoners in appropriate cells while they await release or trial.

**Control:** Responsible for communication on all activities inside the jail; responds to all forms of alarms by notifying other facility personnel of certain incidents so that all deputies in the facility can act accordingly; processes all court documents; routes inmate medication and provides inmate information to other law enforcement agencies, the courts and other facility personnel.

**Floor Duties:** Responsible for the security and welfare of inmates on an assigned floor or in a particular housing unit; supervises inmates' daily activities; distributes medication; screens all items going in and coming out of inmate cells; makes routine security checks and assures the floor is kept in an orderly manner.

**Trustee Deputy:** Responsible for the supervision, appointment and dismissal of all inmate workers assigned to various locations in the facility; evaluates the work, counsels, and interviews the trustee.

**Jail Investigator:** Investigates inmate escapes, crimes committed by inmates during incarceration, inmate claims against the county for lost or missing property and processes all in-custody fugitives wanted in other states.

#### **PATROL DUTIES**

**Patrol Deputy:** Provides the general public in county areas and contract cities with immediate response to emergencies and situations that require the presence of a peace officer.

**Traffic Deputy:** Responsible for maintaining control of traffic in an assigned area in order to keep accident rates down; issues traffic violation citations; assists injured motorists; and investigates accidents, hit-and-run cases, and citizen complaints related to traffic matters.



**Dog Handler:** Handles highly trained dogs used to assist deputies in the detention and apprehension of suspects, and the detection of explosive devices and narcotics.

## **COURT SERVICES DUTIES**

**Bailiff:** Preserves order among spectators and participants in court proceedings; calls participants to the stand; secures weapons and drugs submitted as evidence in court trials, and processes court documents; provides information to the public and to participants at proceedings; acts as liaison for jurors in court sessions and deliberations; arranges court and jury transportation or jury sequestering as needed; takes custody of individuals committed by the judge; searches prisoners for weapons and contraband and inventories personal belongings; sounds and/or responds to emergency alarms.

**Court Holding:** Guards, secures and confines prisoners within a court holding facility; escorts prisoners within the court facility; screens all items going in or out of prisoner holding cells; provides prisoner information to court personnel; sounds and/or responds to emergency alarms; and facilitates video arraignments.

**Weapons Screening Station:** Operates equipment for the detection of weapons and contraband; arrests criminal violators on courthouse premises; provides information to the public; sounds and/or responds to emergency alarms.

**Field:** Enforces orders of the court including warrants of arrest; conducts investigations for apprehension of felony suspects; seizes real and personal property by court order; executes detention orders for mentally disabled persons; serves and enforces domestic orders; and serves civil process.

## **SPECIALIZED ASSIGNMENTS**

**Area Investigators (Detectives):** Responsible for follow-up investigations on crimes committed in the geographical area of an assigned patrol station. These investigators do not investigate specialized crimes (i.e. Vice, Fraud, Arson, etc.).

**Homicide Investigator:** Responsible for the investigation of all deaths, attempted homicides, kidnaps, felonious assaults with injuries, serious injury rapes and missing adult cases.

**Fraud/Forgery Investigator:** Investigates economic thefts achieved by trick or device, misrepresentation, embezzlement, diversion of funds and products solicited without a license.

**Vice:** Investigates all crimes involving illegal gambling, prostitution, and licensing related to bars, massage parlors, swap meets and bingo games.

**Criminal Intelligence:** Investigates organized crime activity, collects information and monitors activities of biker gangs and terrorist organizations.

**Arson/Explosives:** Investigates fire scenes in which the cause is questionable. Responsible for found explosives, examines commercial explosive warehouses to determine safety hazards.

**Narcotics Investigator:** Works as a member of an agency-integrated Narcotics Task Force coordinated by the Drug Enforcement Administration (DEA) to combat low and mid-level street narcotics traffickers; works undercover gathering intelligence and stages narcotics purchases.

**Crime Lab Deputy:** Responsible for the collection, retention, cataloging and analysis of evidence from crime scenes; makes fingerprint, ballistic test, and tool mark comparisons; shoots crime scene photography and crime lab photography.

**Street Gang Investigator:** Investigates street gang activity; collects information and monitors the activities of street gangs.

**Street Narcotics Investigator:** Works undercover gathering intelligence and stages narcotics purchases in an effort to combat low-level street narcotics traffickers.

**Crime Prevention Deputy:** Coordinates assigned station's Crime Prevention Program; establishes community programs,



and interrelates with Sheriff's Department personnel and the public.

**Transportation Deputy:** Coordinates the temporary release and transportation of inmate's schedules for court appearances, psychological evaluations, hospital visits and any other activities that may require an inmate to leave a detention facility.

**Helicopter Pilot:** Responsible for piloting aircraft on routine patrols and assists in searches, crowd control, medical evacuation and rescues.

**Helicopter Observer:** Responsible for assisting the pilot, monitors the radio, directs the aircraft to all requests for aerial support; coordinates and directs responding ground units at the scenes of crimes and emergencies.

### **MINIMUM QUALIFICATIONS:**

#### **Skills and Abilities to:**

- Write clearly and concisely with technical accuracy in English.
- Read and interpret complex technical documents in English.
- Verbally communicate, in English, with people from various educational and socio-economic backgrounds.
- Compute mathematical data, including addition, subtraction, multiplication, division, and percentages with and without a calculator.
- Correctly interpret normal or stressful situations and undertake appropriate courses of action.
- Comprehend and retain factual information pertaining to laws, statutes and policies, and accurately apply what is learned.
- Exercise tact, self-restraint, judgment and strategy in dealing with a variety of people.
- Exercise defensive driving skills.

#### **EDUCATION/EXPERIENCE:**

U.S. citizenship required. (Section 81, San Diego County Administrative Code). Must be 20 ½ years of age at time of application, at least 21 years of age at time of appointment. High school graduate; or G.E.D.

#### **SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

##### **Note:**

Individuals may qualify if they are within six (6) months of graduation from a California P.O.S.T basic law enforcement academy. Employment is contingent upon successful completion of the academy.

#### **Working Conditions and Physical Requirements:**

Individuals applying for this position must be willing to work all shifts and at any Sheriff's facility in the county of San Diego. Vision: 20/100 uncorrected, correctable to at least 20/30.

#### **Probationary Period:**

Appointees will be on probationary status for 18 months.

#### **Certification and License:**

Candidates will be paid at a rate 5% higher than the base salary rate when they possess an Intermediate P.O.S.T. Certificate and 7 ½% higher than the base salary rate when they possess an Advanced P.O.S.T. Certificate. A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.



**Background:**

Applicants must have a reputation for honesty and trustworthiness. Prior to appointment, candidates will be subject to a thorough background check, which may include a polygraph examination. Candidates must pass a rigid physical examination, by a County appointed physician, prior to appointment. No felony convictions or be on probation. Misdemeanor convictions may be disqualifying, depending on the number, type of violation, and recency of violation.